

TRAVEL REIMBURSEMENT POLICY FOR ACVN RESIDENTS

The American College of Veterinary Nutrition (ACVN) provides funding to current Residents in approved training programs to offset expenses incurred by required travel to the Certifying Exam. Funds are not necessarily intended to cover all expenses related to a Resident's travel and lodging at these events or meetings. Reimbursable expenses include hotel, travel, meals and incidental up to a set Per Diem as defined by US General Services Administration (GSA.gov). **Up to a maximum of \$1000 for the year submitted is allowed** and in the event that the Resident is not successful at passing all 3 sections of the Certifying Exam, repeat travel for a maximum of 3 years can be submitted.

A receipt must be submitted for all expenses and the Resident acknowledges that these expenses have not been submitted to any other entity for reimbursement.

If you are confused about the financial guidelines set forth in the ACVN Travel Reimbursement Policy for ACVN Residents, please seek clarification from the ACVN Treasurer or Administrative Assistant *prior* to incurring any expenses. Due to budget constraints, a satisfactory solution after the fact may not be possible.

Reimbursement Guidelines

Travel: ACVN funds are to be used for hotel, travel, meals and incidentals (up to a set Per Diem) only.

Travel via personal vehicle:

- Mileage is reimbursable at the current IRS-allowed rate, which is \$0.58 per mile for the 2019 tax year.

Travel by air:

- Best available, economy (coach) air travel is reimbursable for up to \$500 for domestic flights.
- Tickets should be purchased at least 21 days in advance to ensure the lowest fare.

Hotel:

- ACVN will pay for lodging for a Resident to take the ACVN Certifying Exam and to encourage Resident participation at regional and national veterinary meetings relevant to the field of Veterinary Nutrition. This will include 1 day before *and* the day(s) of the event in question.

Miscellaneous travel expenditures:

- Meals & Incidental Expenses are reimbursed up to the US General Services Administration (GSA.gov) Per Diem rate of \$56, unless otherwise indicated by higher regional expenses.
- Alcohol is never considered a reimbursable expense, but meal taxes and tip are covered under the GSA standard daily rate. Meals & Incidental Expenses incurred on the day of travel are reimbursed in a pro-rated amount depending on time of travel.
- Additional incidentals include baggage fees, parking garage fees, road tolls, car hire (taxi/Uber/Lyft/rental), and shuttle or bus fares are reimbursable expenses only when a receipt is presented.

Reimbursement Procedures

In order to be reimbursed for an approved expenditure(s), the following procedures must be completed:

- A reimbursement expense form must be completed and submitted, along with all applicable receipts/documentation, to the ACVN Secretary for approval and processing. A copy of the reimbursement expense form is available on the Residents Only page at acvn.org or by contacting the ACVN Treasurer or Administrative Assistant for details. Reimbursements will be made by check directly to the Resident.
- **All reimbursement expense forms must be submitted to the ACVN Secretary no later than 60 days after the date of the event.** Any forms received after the stated deadline may not be processed or paid. **It is the *Resident's* responsibility to make sure her/his reimbursement expense form is received by the ACVN Secretary within the aforementioned time frame. Failure to do so may result in the reimbursement being denied. Residents are encouraged to keep copies of their forms and receipts.**